

ATTACHMENT 1

**DD FORM 1664
DATA ITEM DESCRIPTION**

N00167-00-R-0054

DATA ITEM DESCRIPTION

UWD NO. U/01-0186
Exp. Date: Jun 30 1986

Contractor's Progress, Status and Management Report

IDENTIFICATION NUMBER

DI-MGMT-80227

DESCRIPTION PURPOSE

3.1 The Contractor's Progress, Status and Management Report indicates the progress of work and the status of the program and of the assigned tasks, reports costs, and informs of existing or potential problem areas.

4. APPROVAL DATE
(MM/YY/CC)

860905

5. OFFICE OF PRIMARY RESPONSIBILITY (OPR)

N/SPAWAR

6a. DTIC REQUIRED

6b. GLEP REQUIRED

7. APPLICATION INTERRELATIONSHIP

7.1 This Data Item Description (DID) contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement for this data included in the contract.

7.2 This DID may be applied in any contract and during any program phase.

7.3 This DID supersedes DI-A-2090A, DI-A-3025A, UDI-A-22050B, UDI-A-22052A, UDI-A-23960, DI-A-30024, and DI-A-30606. (cont. on page 2)

8. APPROVAL LIMITATION

9a. APPLICABLE FORMS

9b. AWSC NUMBER

N3947

10. PREPARATION INSTRUCTIONS

10.1 Contract - This data item is generated by the contract which contains a specific and discrete work task to develop this data product.

10.2 Format - This report shall be typewritten on standard size (e.g. 8 1/2" by 11") white paper, and securely stapled. Pages shall be sequentially numbered. All attachments shall be identified and referenced in the text of the report. The report shall be prepared in the contractor's format and shall be legible and suitable for reproduction.

10.3 Content - The report shall include:

- A front cover sheet which includes the contractor's name and address, the contract number, the nomenclature of the system or program, the date of the report, the period covered by the report, the title of the report, either the serial number of the report or the Contract Data Requirements List (CDRL) sequence number, the security classification, and the name of the issuing Government activity;
- Description of the progress made against milestones during the reporting period;
- Results, positive or negative, obtained related to previously-identified problem areas, with conclusions and recommendations;
- Any significant changes to the contractor's organization or method of operation, to the project management network, or to the milestone chart;
- Problem areas affecting technical or scheduling elements, with background and any recommendations for solutions beyond the scope of the contract;
- Problem areas affecting cost elements, with background and any recommendations for solutions beyond the scope of the contract;
- Cost curves showing actual and projected conditions throughout the contract;
- Any cost incurred for the reporting period and total contractual expenditures as of reporting date; (cont. on page 2)

APPLICATION/INTERRELATIONSHIP (Cont'd)

- 7.4 Paragraphs 10.3.f, 10.3.g, and 10.3.h herein should be tailored on DD Form 1423 when such cost data is already submitted through a sophisticated cost reporting system under the contract.

10. PREPARATION INSTRUCTIONS (Cont'd)

- i. Person-hours expended for the reporting period and cumulatively for the contract;
- j. Any trips and significant results;
- k. Record of all significant telephone calls and any commitments made by telephone;
- l. Summary of Engineering Change Proposal (ECP) status, including identification of proposed ECPs, approved ECPs, and implemented ECPs;
- m. Contract schedule status;
- n. Plans for activities during the following reporting period;
- o. Name and telephone number of preparer of the report;
- p. Appendixes for any necessary tables, references, photographs, illustrations, and charts.

*U.S. GOVERNMENT PRINTING OFFICE: 1986-704-037/50176

DATA ITEM DESCRIPTION			Form Approved OMB No. 0704-0188	
2. TITLE Technical Report - Study/Services		1. IDENTIFICATION NUMBER DI-MISC-80508		
3. DESCRIPTION/PURPOSE 3.1 A technical report provides fully documented results of studies or analyses performed.				
4. APPROVAL DATE (YYMMDD) 880115	5. OFFICE OF PRIMARY RESPONSIBILITY (OPR) G/T2137	6a. DTIC APPLICABLE X	6b. GIDEP APPLICABLE	
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific and discrete task requirement as delineated in the contract. 7.2 This DID supercedes DI-A-5029. 7.3 Defense Technical Information Center (DTIC), Cameron Station, Alexandria, VA 22314.				
8. APPROVAL LIMITATION		9a. APPLICABLE FORMS	9b. AMSC NUMBER G4291	
10. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> (a) The report and all attachments shall be typewritten, or otherwise clearly lettered, and shall be duplicated using non-fading ink. (b) Text shall be prepared on standard letter-size paper (8-1/2" x 11"). (c) When attachments are included, they shall be fully identified, referenced in the text, and folded to conform to the size paper used in the report. (d) Security classification and distribution markings shall conform to the requirements of the contract, purchase description and security requirements checklist, as applicable. 10.2 <u>Content</u> (a) Title Page - Identifies the report by providing contract number, project name or purchase description title, task number, and reporting period. (b) Table of Contents (c) Section I - Includes the following: (1) Introduction (2) Summary - A brief statement of results obtained from the analytic effort. (3) Conclusions and their condensed technical substantiations. (d) Section II - A complete and detailed description of the analytic results which led to the conclusions stated in Section I above.				
11. DISTRIBUTION STATEMENT DISTRIBUTION STATEMENT A: Approved for public release, distribution is unlimited.				

DATA ITEM DESCRIPTION		2. IDENTIFICATION NO(S).	
1. TITLE		AGENCY	NUMBER
Presentation Material		DoD	DI-A-3024A
3. DESCRIPTION/PURPOSE		4. APPROVAL DATE	
3.1 The DoD monitoring activity is often called upon to present oral reports, illustrated by briefing aids, on contractual programs. Presentation material provides the program monitor and other personnel with the material needed for verbal presentations.		15 January 1985	
		5. OFFICE OF PRIMARY RESPONSIBILITY	
		F/AFSC-SD	
		6. DOC REQUIRED	
		7. APPROVAL LIMITATION	
7. APPLICATION/INTERRELATIONSHIP		8. REFERENCES (Mandatory as cited in Block 10)	
7.1 This data item description contains the format and content preparation instructions for the data product generated by the specific discrete task requirement for this data included in the contract.			
7.2 This data item may be applied on any contract involving RDT&E and system acquisition when oral briefings are a contract requirement.			
7.3 This data item is related to DI-A-3006, Photographic Plan, DI-A-3011, Still Photo Coverage and DI-A-3013, Motion Picture Coverage (Footage).			
		9. MCSL NUMBER(S)	
		AMSC F3428	
10. PREPARATION INSTRUCTIONS			
10.1 <u>Contract</u> . This data item is generated by the contract which contains a specific and discrete work task to develop this data product requirement. The contract task also cites this data item number.			
10.2 <u>Content</u> . The presentation material shall include text of verbal presentation material. It shall include a brief description of each vugraph or slide used with highlights noted. The text shall contain the following statement:			
<p>"The publication of this material does not constitute approval by the DoD component of the findings or conclusions contained herein. Wide distribution or announcement of this material shall not be made without specific approval by the sponsoring DoD component procuring activity."</p>			
10.3 <u>Format</u> . The format and media for presentation material shall be one or more of the following as stipulated on DD Form 1423, Contract Data Requirements List.			
<p>a. Vugraphs supplementing and illustrating important information (equipment, photographs, block diagrams, schematics) contained in the required presentation/briefing. Vugraphs shall be approximately 10-1/4 X 12-1/3 inch outside dimensions with 7-5/8 X 10 inch inside dimensions (longest dimension horizontal).</p>			

DI-A-3024A

7. APPLICATION/INTERRELATIONSHIP (Continued)

7.4 Original still photographic products of administrative and historic value to the DoD component will be submitted to appropriate photographic depository in accordance with the DoD component's regulations with a copy of letter of transmittal to the administrative contracting officer.

7.5 This DID supersedes DI-A-3024.

10. PREPARATION INSTRUCTIONS (Continued)

10.3 Format (Continued)

b. Slides shall be 4X5 inches, 35mm or other size as stipulated in contract. Black or extremely dark backgrounds shall not be used. Contractor insignia, trade names and symbols shall not be used.

c. Negatives 4X5 inch (color or black and white) with two matching contact and the 8X10 inch glossy print shall be provided for vugraphs under 10.3.a or slides under 10.3.b. Provide space at upper right and left corners for eventual insertion of the DoD component's emblems. Each corner space shall be approximately one inch square spaced 3/4 inch (minimum) from the outer edges of the negative.

DATA ITEM DESCRIPTION		IDENTIFICATION NOISE	
		AGENCY	NUMBER
1. TITLE		DoD	DI-A-7089
2. DESCRIPTION/PURPOSE		4. APPROVAL DATE	
3.1 Minutes provide documentation of technical information and data required to record joint contractor/Government decisions and agreements reached during conferences, formal reviews, inspections, or audits.		R1 FEB 18	
		5. OFFICE OF PRIMARY RESPONSIBILITY	
		AFSC/ESD	
		6. ODC REQUIRED	
		7. APPROVAL LIMITATION	
7. APPLICATION/INTERRELATIONSHIP		9. REFERENCES (Mandatory as cited in block 10)	
7.1 This data item description (DID) is applicable to all contracts for system/equipment, related items, and services procured.			
7.2 This DID satisfies the requirements of MIL-STD-1521 or other applicable procurement documents cited in the contract.		*MIL-STD-1521A + NOTICE 1	
7.3 This DID replaced DI-A-2167 and DI-P-6201.			
		MCSL NUMBER	
		OMB EXHPT	
		*AMSC No. F1752	
10. PREPARATION INSTRUCTIONS			
10.1 Conference Minutes. Minutes of each conference shall be prepared in contractor format and shall include, as a minimum, the following:			
a. A title page containing the following:			
(1) Title - type of meeting and date.			
(2) Identification of system/equipment, training courses, contract number, etc.			
(3) Space for signatures of the designated representatives of the contractor and procuring activity.			
(4) The name of the contractor and address to which the procuring activity should send acknowledgments of receipt/comments.			
b. The purpose and objective of the conference.			
c. The conference location.			
d. A summary of the discussions, decisions, agreements reached, and directions of the conference or individual subcommittees thereof.			
3. A list of attendees by name, rank, rate, grade or position, activity represented, activity code, and phone numbers, as appropriate.			

10. PREPARATION INSTRUCTIONS (Continued)

- f. Copies of action item sheets for each action to be implemented as a result of the conference. Format of the action item sheets shall be as specified by the conference chairman.
- g. An updated copy of the conference agenda reflect the actual agenda for the conference as conducted.
- h. The required elements of information specified by the conference chairman which are applicable to the type of conference conducted and other data and information as mutually agreed between the contractor and the procuring activity.

☆ U.S. GOVERNMENT PRINTING OFFICE: 1981 - 703-022/9023

DATA ITEM DESCRIPTION		IDENTIFICATION NO(S)	
		AGENCY	NUMBER
1. TITLE PROGRAM PLAN		ARMY	DI-A-1021
2. DESCRIPTION/PURPOSE 3.1 The Program Plan provides technical, schedule, and cost data. 3.2 The Program Plan provides information which is used to evaluate a contractor's technical and management approach and to monitor progress.		4. APPROVAL DATE 1983 June 16	
		5. OFFICE OF PRIMARY RESPONSIBILITY BMDATC	
		6. DDC REQUIRED	
		7. APPROVAL LIMITATION	
7. APPLICATION/INTERRELATIONSHIP 7.1 This data item description (DID) satisfies the requirement of paragraph 4.3 of MIL-STD-881A. 7.2 The Program Plan may be required to be submitted as part of a solicitation response (proposal) or as a separate contractual requirement. 7.3 When applicable, delivery requirements for Program Plan revision(s) should be specified.		8. REFERENCES (Mandatory as cited in block 10) MIL-STD-881A	
		MCBI NUMBER(S) OMB EXEMPT AMSC No. F1633	
9. PREPARATION INSTRUCTIONS 10.1 <u>Format</u> . The Program Plan shall be a reproduced copy of typewritten material on 8 1/2" x 11" white paper with all pages securely bound. One way foldouts may be used for graphic material. 10.2 <u>Content</u> . The Program Plan shall be an integrated document delineating the applicable technical, schedule, cost, and other related program data and shall contain the following information: 10.2.1 A detailed plan showing specific effort proposed and how it is to be accomplished. 10.2.2 A detailed program milestone chart covering all the major activities of the program. 10.2.3 A chart depicting major Government Furnished Equipment (GFE) and facilities required, and the date and duration that such GFE or facilities are required. 10.2.4 A chart depicting major subcontracts and equipment/material purchases, the date and approximate amount of each. 10.2.5 A labor loading chart and estimated cost to be incurred chart for each major task. The cost incurred chart should reflect by month, the estimated cost including subcontractor cost, for each major task.			

DATA ITEM DESCRIPTION		2. IDENTIFICATION NO(S).	
1. TITLE		AGENCY	NUMBER
Technical Illustrations and Graphs		USAF	DI-M-30420
3. DESCRIPTION/PURPOSE		4. APPROVAL DATE	
To provide wave plotting, drafting, computations, data reduction and/or mathematical analysis in support of research projects.		29 OCT 1976	
		5. OFFICE OF PRIMARY RESPONSIBILITY	
		AFSC	
		6. DOC REQUIRED	
		7. APPROVAL LIMITATION	
7. APPLICATION/INTERRELATIONSHIP		8. REFERENCES (Mandatory as cited in block 10)	
Mathematical Services Projects			
Replaces (U)M-177/ESD		9. MCAL NUMBER(S)	
10. PREPARATION INSTRUCTIONS			
<p>Data will encompass plotting, drafting and artistic creative illustrations from experimental and theoretical scientific data, tracings of machine-produced curves, and free-style artistic illustrations of concepts, apparatus and devices. The work may include block and circuit diagrams, lettering and three-dimensional pictorial representations. Completed reproducible art work must be of sufficiently high quality to be used for publication in technical journals and for visual aids at conferences, reviews and briefings unless excluded by the contract monitor. Completed visual aids in the form of glossy prints, viewgraphs and slides will be provided when specified.</p>			

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